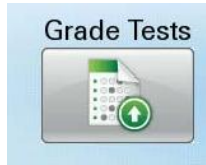


Grading Tests and Printing Reports

Note: All tests MUST be scanned by 11:59 pm on the last date of the benchmark window. Please see campus principal if you missed that deadline.

1. Wipe down the scanner glass with a soft towel or spray with compressed air.
2. Place up to 75 bubblesheets face up on the document feeder:
 - Sheets must be face up
 - All sheets going in the same direction
 - Name at the top and bar code at the bottom.
 - Look for the green light on the document feeder to confirm tests are correctly positioned
3. Press “Grade Tests.”
 - Benchmarks have an electronic answer key
 - Ad-hoc tests must have the teacher populated answer key on top of the pile.
4. Screen will remind you about proper loading – verify everything is ready and click “Next.”
5. The mfp will scan the bubble sheets.
6. Once finished, the mfp will ask if you have more bubble sheets to scan.
 - If YES - add more bubble sheets to the document feeder and select “Yes” and then click “Next”.



- If NO - Select “No” if you are finished scanning and click “Next”.
7. Once scanning is complete select the reports you would like to have emailed to you.
 - Note: If a box is grayed out – that option is not available.
 - TO SAVE PAPER – select reports for EMAIL ONLY. You can then determine what papers you would like to have printed.
 8. Reports will be emailed to you within minutes and benchmarks are also sent to the district.
 - All benchmark results will appear in teacher Portal after about 2 weeks of the testing window.

Error Messages:

Paper Jams – press cancel Job – NEVER choose to restart the job. Follow directions on the screen to clear jam. If needed re-bubble scan sheet that caused the problem and re-scan.

Who to contact when it says:

- “Contact your system administrator” - contact ITS
- “Contact your principal to continue grading” – Contact Campus Principal

NEVER double scan bubble sheets.

Blank Bubble Sheet was detected – Choose to enter student’s information (screen shot will be provided) so student’s results can be included in data file.